



RANGIORA NEW LIFE SCHOOL

POLICY AND PROCEDURES MANUAL

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

Procedure	Health & Safety	Hazards Termly Checklist	
Established		Principal	
Last Review	Sept 2007	Principal	

Q	CARETAKING	Y/ N	Comment	Action Taken
1	CLEAN AIR: a) Is the air in all buildings of work free from contaminants such as steam, fumes or dust etc?			
	b) Is the exhaust cupboard in Science room in good working order?			
2	CLEANING: a) Is the cleaning being carried out to a satisfactory level?			
	b) Is dirt and rubbish regularly removed from floors, benches, corridors etc?			
	c) Are floors suitably vacuumed or washed as appropriate?			
	d) Is there an adequate supply of rubbish bins that are regularly emptied?			
	e) Are school grounds being kept generally tidy and free of refuse?			
3	SAFE ACCESS AND EXIT ROUTES: a) Are the accesses and egresses to and from all areas of work safe and accessible to disabled people?			
	b) Are all accesses and exits being kept clear and readily able to be used without keys to allow for a quick and easy egress?			
4	FALL RISKS: a) Is there adequate provision of footholds and handholds or fences to prevent injuries from falling from heights or slipping on areas such as steps, stairs and ramps etc?			

5	PLAYGROUND / EQUIPMENT: a) Is all apparatus / equipment appropriately designed, manufactured, erected and installed with all appropriate safety features and appropriately maintained to minimise injury from such apparatus / equipment?			
	b) Is there adequate bark under and surrounding playground equipment? (200mm required)			
6	STORAGE OF DANGEROUS SUBSTANCES: a) Are all chemicals, materials or potentially dangerous substances stored safely and securely and clearly labeled?			
	7	STORAGE OF GENERAL EQUIPMENT: a) Are all goods, materials, substances and equipment being stacked, stored or secured safely so that they are kept tidily out of harms way unable to obstruct fire exits etc?		
	b) Is classroom and office furniture in good repair?			
8	MACHINERY: a) Is every reason step being taken in regards to machinery, its use and maintenance etc?			
	b) Is all machinery provided with the appropriate guards and safety devices?			
	c) Are all safety guards etc in good working order?			
	d) Are there warning signs displayed where it is appropriate?			
9	FIRE: a) Is all fire equipment in good working order? i.e. <i>alarms, hose reels, extinguishers</i>			
	b) Are all fire exits kept clear of obstructions?			
10	ELECTRICITY / GAS: a) Are all electrical power points being used safely? i.e. <i>not overloaded or in damaged state of repair.</i>			
	b) Are all gas fittings working properly? i.e. <i>not leaking</i>			
11	GROUNDS: a) Are all shrubs, trees, hedges etc. kept trimmed to prevent physical injuries from sharp or protruding branches?			
	b) Are all large trees free from splits or damage that could make them a potential hazard?			

	c) Are playing fields and paths etc. free from cracks or holes that could make them dangerous?			
	d) Are non-slip surfaces provided in at risk areas?			
	e) Are gardens kept free from noxious weeds?			
12	PROTECTIVE CLOTHING: a) Is the necessary protective clothing or footwear provided to employees to safeguard them from any identified hazard?			
13	NOISE CONTROL: a) Can you identify any areas where noise is a hazard to hearing or health?			

HAZARD ELIMINATION PROCEDURES:

If any of these requirements are not met, the hazard elimination procedure should be commenced immediately.

- a) Eliminate the hazard (e.g. *Pick up broken glass and dispose of safely*)
- b) Isolate the hazard (e.g. *Remove broken chair from the classroom to be repaired*)
- c) Minimise the danger (e.g. *Put up a sign to warn others of the risk*)
- d) Record the hazard in the Caretaker's book, located in the school office.
- e) Notify the Board of Trustees.

Date _____ Signature of Person completing Report _____

Q	ADMINISTRATION RESPONSIBILITY	Y / N	Comment	Action Taken
1	<p>FIRST AID:</p> <p>a) Are first aid kits provided in the administration block?</p> <p>b) Are first aid supplies kept in a clean and tidy fashion ready for the immediate treatment of an injured person?</p> <p>c) Is there a register where all first aid treatments can be recorded? It should cover:</p> <ul style="list-style-type: none"> ❖ Nature of treatment given ❖ Date of treatment given ❖ Name of person treated ❖ Nature of injury / illness ❖ Date, time, and place of accident ❖ Cause of accident ❖ Whether injury was referred to a doctor or nurse ❖ Name of person giving treatment <p>d) Is the first aid kit adequately supplied? It should contain:</p> <ul style="list-style-type: none"> ❖ 4 Triangular bandages ❖ 9 Roller bandages (including crepe bandages 50mm and 75mm sizes) ❖ 10 Sterile dressings (75mm x 75mm packets) ❖ 2 Adhesive wound dressing strip (100mm packets) ❖ 1 Waterproof adhesive plaster (50mm wide reels) ❖ 5 Sterile, non adhesive pads (100mm x 100mm packets) ❖ 4 Sterile eye pads ❖ 1 Container for use in pouring water over the eye (e.g. plastic squeeze bottle) ❖ 1 Receptacle for soiled dressings (e.g. bucket with foot operated lid) ❖ 2 250ml antiseptic liquid approved by the Medical Officer of Health ❖ 1 Safety pins (card) ❖ 1 Scissors – surgical or equivalent stainless steel (pair) ❖ 1 Splinter forceps, fine point – stainless steel ❖ 1 Accident register and pen or pencil ❖ 1 First aid booklet (issued by the Departments of Labour and Health or Red Cross/Order of St. John) ❖ 1 A card listing local emergency numbers ❖ 8 Disposable gloves – large size or multi fitting (pairs) 			
2	<p>MEDICATIONS:</p> <p>a) Are medications for students being stored appropriately and safely?</p>			

Date _____ Signature of Person completing Report _____
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